

22 January 1953

REPORT FOR THE WEEK OF 19 - 23 JANUARY

To: The Deputy Director of Training (General)

From: Management Training Division

1. Accomplishments

[redacted] will complete the basic phase of the Human Resources Program with a group of 17 Section Chiefs in OCD on Thursday.

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I will complete the basic phase of the Human Resources Program with a group of 18 Section Chiefs in FDD on Friday.

I am conducting the first follow-up meeting in the Human Resources Program with 15 Division Chiefs and equivalent staff in OCD on Thursday.

2. Developing Plans

Preparing for initial follow-up meetings for Branch Chiefs and two groups of Section Chiefs in OCD on 3, 4, and 5 February.

Planning supervisory training for supervisors in the Medical Office.

Checking on possibilities of conducting the Human Resources Program in Procurement and Supply Office.

3.

4.

5.

No report.

[redacted]

Chief, Management Training Division

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